

BHARATI VIDYAPEETH
(Deemed to be University)
SCHOOL OF PHYSIOTHERAPY

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Ref. No: -BVDU/SOP/05/2022-23

Date: 06/02/2023

CIRCULAR

This is to inform all the faculty members that **Internal Quality Assurance Cell (IQAC)** meeting is scheduled on **21st and 22nd February 2023**. Kindly prepare your power point presentation criteria wise.

Details of the Meeting are as Follows:

Time: 2:00 pm

Venue: Conference Hall


Committee Members

Sr.No	Name of Faculty	Criteria
8.	Dr. Swati Bhise	Criteria I
9.	Dr. Chetana Kunde	Criteria II
10.	Dr. Ruchita Killedar	Criteria III
11.	Dr. Janhavi Atre	Criteria IV
12.	Dr. Rucha Pande	Criteria V
13.	Dr. Neeraj Athavale	Criteria VI
14.	Dr. Ketki Kulkarni	Criteria VII

AGENDA OF THE MEETING:

12. Follow-up of last meeting.
13. Suggestions from in-charges of each criteria to fulfill their respective points.
14. Discussion of Annual Quality Assurance Report (AQAR) Criteria I to VII.
15. To decide time frame for data submission of **AQAR** from June 2022 to Dec 2022.
16. Discussion of Student Satisfaction Survey of Academic session of 2021-2022.
17. Any Other Matter.

Hence all the faculty members are here by requested to attend the meeting without fail


Co-coordinator, IQAC
School of Physiotherapy, Pune

- Copy To:
- Notice Board, Respective Teacher




PRINCIPAL

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Ref No: BVDU/SOP/ 16 /2022-23

Date: 17/03/2023

Report of Minutes of the Meeting

IQAC

An IQAC Meeting was conducted on 21st Feb and 22nd Feb 2023 in presence of Chairperson Dr. Swati Bhise at 2 pm in conference hall along with the following Faculty Members –

- Dr Chetana Kunde
- Dr Neeraj Athavale
- Dr Rucha Pande
- Dr Janhavi Atre
- Dr Ketaki Kulkarni
- Dr Aditi Tupe
- Dr Rutika Tavargeri

• **The Agendas of the meeting were as follows -**

- 1) Follow up of last meeting
- 2) Suggestions from in-charges of each criteria to fulfill their respective points
- 3) Discussion of Annual Quality Assurance Report (AQAR) Criteria I to VII
- 4) To decide time frame for data submission of AQAR from June 2022 to Dec 2022
- 5) Discussion of Student Satisfaction Survey for Academic session of 2021-2022
- 6) Any Other Matter

The meeting was started at 2 pm with the review of the last meeting.

According to the last meeting follow up, the following points were asked to implement following points:

1. Dr. Aditi Tupe is added in the Criteria III with Dr. Ruchita .
2. Also to add Dr. Rutika in Criteria VII with Dr. Ketaki.
3. It was also been asked to all faculty members to enroll on Vidwaan portal.

4. An update on research component of Best Practice was to be decided and implemented at the earliest
 5. Issues that were raised from students in the mentorship meeting were resolved as follows –
 - a) From Point 1 - Female housekeeping staff as been hired
 - b) From Point 2 - Issue has been resolved as we have now taken the conference hall in the Hospital Building. Two smart boards have been bought
 - c) From Point 3 - Resolved
 - d) From Point 4 – Resolved
 - 6) All book requirements from the Library have been Bought
 - 7) To Update Utility Register regularly
 - Followed by presentation of all Criteria each coordinator and following points were discussed. The details of the discussion are as follows –
- ❖ **Criteria I – Presented by Dr Swati Bhise**
- a) Choice Based Grading system to reevaluate
 - b) To add requirement of revising the syllabus after 5 years
 - c) To implement – All cultural days
 - d) To figure out ‘Day’ Celebration fits into which category
 - e) To ensure the following documents for every camp that gets conducted and days – Permission Letter, Authority letter, Geotagged photos.
 - f) To update Feedback Form
- ❖ **Criteria II – Presented by Dr Chetana Kunde**
- a) 2.2.1 - To organize tests after segregating slow and fast learner.
 - b) To Schedule Remedial coaching for all 5 repeaters- Dr. Neeraj (Year co-ordinator).
 - c) To make schedule for remedial coaching, experiential learning, problems solving
 - d) To maintain time table and attendance record of all these schedule.
- ❖ **Criteria III – Presented by Dr. Ruchita Killedar/Dr. Aditi Tupe**
- a) It was instructed to Dr. Janhavi to take data from Dr. Ruchita and upload all the policies on the website
 - b) It was instructed to Dr. Ruchita to form of Research Committee
 - c) 3.1.2 - To add Dr. Aditi’s project of OA Knee next year submission.
 - d) 3.1.5 - Q1 – NO. ie to Write Not Applicable

- e) 3.3.1 – Incubation – Placements, Alumni, Code of Ethics need to be formed in future will start working on it from IV year of our first batch.
- f) 3.5.1 – To reassess this point
- g) 3.7.1 – To include the camps that have been organized.

❖ **Criteria IV – Presented by Dr. Janhavi Atre**

- a) 4.1.2 – To enlist all the spots that are available in the campus
- b) 4.2.2 – It is instructed to all the faculties to utilize E-Library and Instructed Dr. Ruchita to maintain record for utilization of E- Library
- c) 4.2.3 – To have a ground level data for School of Physiotherapy at college level regarding expenditure for books/eBooks

❖ **Criteria V – Presented by Dr. Rucha Pande**

- a) 5.1.1 –Hon. Dr Patangarao Kadam Saheb Scholarship to be provided
- b) To implement earn and learn scheme
- c) To talk to Dr. Rajendra Mohite sir regarding scholarship Scheme.
- d) 5.1.4 – To include Sexual Harassment Redressal Committee
- e) To add Dr Janhavi in the academic council
- f) To add Dr Ruchita in the grievance redressal committee
- g) To add Dr Ketaki, Dr Rutika and Dr Aditi's names in the any of the council as the member

❖ **Criteria VI – Presented by Dr Neeraj Athavale**

- a) 6.1.2 – To add cultural and sports events, PT week, Rally and Flash Mob
- b) 6.2.1 – To include all camps that involve students
- c) 6.2.2 – To figure it out which strategic plan is effectively deployed for the academic session 2022-23 and mention accordingly under this point.
- d) 6.2.3 – To check more details regarding e-governance. To check with Sania Ma'am for Accounts.
- e) 6.2.3 – Details regarding Purchased Software.
- f) To meet Kakade ma'am/Johnson ma'am/Medical College regarding welfare provisions.
- g) 6.3.3 – to check if Curriculum Framing fits into the category.
- h) 6.3.4 – to add Online Programs that have been attended.
- i) 6.5.1 – To compile – Academic Council
 - a. Student Council
 - b. All Meetings

- c. Mentorship Meeting
- d. Faculty Development
- j) To figure out how to conduct Administrative Audit

❖ **Criteria VII – Presented by Dr. Ketaki Kulkarni**

- a) 7.1.10 – To conduct an awareness session on Code of Conduct
- b) 7.3.10 – To display a separate Faculty/Student achievement list on the website

Any Other Matter -


- 1) To update the library and lab utility register regularly by all the staff members.
- 2) To tell Dr Aditi/Dr Ruchita – to share links to online Journals and share with faculty and students
- 3) To form Exam Code of Conduct form for students by Dr Neeraj
- 4) To review Sexual Harassment Redressal Committee Guidelines
- 5) To conduct remedial coaching for slow learners and plan a slot for the students who failed in I-BPTh by Dr Neeraj
- 6) It was decided that we can request university for a 'Research Co-coordinator' in III BPTh
- 7) To plan strategies for developing Museum
- 8) To tell Dr. Ruchita to share e-library links
- 9) To conduct regular meetings with clinical therapists by Dr. Chetana
- 10) To make and display a flex/poster that would contain geotagged photos in the college.
- 11) To schedule Student Council Meetings regularly.
- 12) To set up an anti-ragging session awareness lecture with the help nearby police by Dr. Chetana
- 13) To form a Student Satisfactory Survey form by Dr Chetana.

The meeting was concluded after 2 days of discussion and it was ended at 4:30 pm on 22nd of February 2023. All these points of discussion were supposed to be implemented in this term of submission of documents for NAAC.



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Pune-Satara Road, Pune-411043.




(Dr. Chetana Kunder)
IQAC CO-ORDINATOR



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IQAC (Internal Quality Assurance cell) Meeting
22/02/2023

Sr. No	Name of the Employee	Faculty Attendance
1	Dr. Swati A. Bhise	
2	Dr. Chetana Kunde	
3	Dr. Neeraj Athavale	
4	Dr. Ruchita Kiledar	
5	Dr. Janhavi Atre	
6	Dr. Rucha Pande	
7	Dr. Ketaki Kulkarni	
8	Dr. Rutika Tavargeri	
9	Dr. Aditi Tupe	